



# 2023 FALL ARTS AND CRAFTS BOUTIQUE

## VENDOR INFORMATION SHEET



The Fall Arts and Crafts Boutique will be held at the Pyle Adult Recreation Center, 655 E. Southern Ave., Tempe, AZ 85282. Front Desk: 480-350-5211.



**Set-up: Thursday, October 19, 5:00-7:00 p.m.**

*Please do not arrive prior to 5:00 p.m. as you will not be allowed in before that time.*

If you prefer to set up on Friday morning, the Pyle Center will open at 8:00 a.m.

***Please check in at the Pyle Front Desk prior to setting up to get your event packet.***

### **BOUTIQUE HOURS:**

Friday, October 20—9:00 a.m. – 4:00 p.m.

Saturday, October 21—9:00 a.m. – 3:00 p.m.

*Tables not set up by 10:00 a.m. on Friday will be removed and registration fee forfeited. All Vendors are asked to keep merchandise displayed during the posted boutique hours.*



**Take-down: Saturday, October 21, 3:00 – 5:00 p.m. (no early take-down)**

### **Registration Procedures:**

- Registration Form must be completed in its entirety.
- Current RTA members (by 7/1/23)—receive a discount .
- Tables are \$30 per table for RTA members; \$40 per table for all others.
- If you must cancel your registration, please do so as soon as possible. Refunds will not be given after Friday, October 13th.
- Make check payable to **City of Tempe**.

### **Booth Space Requirements:**

- Each table measures 30" x 72" and 29" tall. Two chairs per table will be set; this can be adjusted as needed.
- It is your responsibility to provide tablecloths for your table(s). The table covering must be floor length.
- Display merchandise at eye level or below. The height restriction is 5'.
- You may NOT add more tables, shelves, free standing racks, A-frames, etc., without prior, approval from the Pyle Center Coordinator. Please submit requests by email to [sara\\_johnson@tempe.gov](mailto:sara_johnson@tempe.gov) by October 13th. There is no guarantee of electricity. Extension cords are **NOT** permitted.

### **Merchandise Requirements:**

- ***Only handcrafted or artisan items will be accepted.*** We reserve the right to remove items that are not handcrafted. No general or multi-level marketing merchandise.
- If you are selling gift baskets, at least 70% of the basket items must be handcrafted and 30% may be purchased (such as the basket and the wrap around it).
- The sale of baked goods or other packaged food items is **NOT** permitted.

### **Vendor Requirements:**

- Someone must be at your booth at all times. You may get a fellow/neighboring vendor to assist if needed.
- You may bring a sack lunch, snacks or beverages with you.

**Taxes:**

- All vendor sales are subject to state and local sales tax. The Pyle Adult Center has the licenses required for the boutique and will file all reports and sales taxes for the city and state.
- You will receive an envelope in which to submit the sales tax due from your total sales. This envelope **MUST** be submitted by **Friday, November 3rd at 4:00 p.m.** whether or not you have any sales. If you have a Sales Tax ID number and you will be submitting your own sales tax, please write your Tax ID on your envelope in the space provided. This indicates to the Pyle Center that you will be submitting your own state **and** local sales tax reports and payments. You still must report your gross sales for the boutique even though you will be submitting your own tax payments to the state and City. Please turn in your envelope with your total sales written in the space provided as well as your name.

**Publicity:**

- We are providing publicity for the event which *may* include: newspaper, Tempe Opportunities Brochure, COT water bill insert "Tempe Today", crafter papers, flyers, posters, internet sites and social media, directional signage and banners. We will also distribute promotional items through other City of Tempe facilities.
- Upon request, you may receive a packet of flyers to assist in publicizing the boutique. You may give them to family, friends, neighbors, or other boutiques where permitted or put the information in your church bulletin. If you need additional flyers, more are available through the Pyle Adult Recreation Center.

**Music/Entertainment:**

- Any music in the rooms will be provided by Pyle. No other music or sound devices will be permitted.
- There may be some senior music groups entertaining outside.

**Food & Beverages**

- We are planning to sell snacks both days
- Coffee and donuts will be available from the kitchen window in the front lobby 9-11a.m. both days.
- We will provide bottled water to vendors at no charge.

**City Facility Requirements:**

- Smoking is **not** allowed inside the facility nor the exterior of the building anywhere under the patio ceiling or the front entrance ceiling. Smoking must be out far enough from the building to be in open air above.
- Alcoholic beverages are **not** permitted.
- Pets are **not** permitted in the facility with the exception of service animals.

**Unloading and Loading:**

- Overnight parking is not permitted in the parking lot.
- Vendors may park in the marked loading and unloading zone in front of the facility. When you have finished unloading, please park your vehicle in the parking lot while you set up your booth.
- There is parking to the south and east of the facility.

***Thank you for participating in this year's Arts & Crafts Boutique.  
We are looking forward to another great event!***

